

# SEATTLE OPERA.

Seattle Opera is accepting applications for the position of Executive Assistant to the General Director & Board Liaison. This is a full time, non-exempt, position reporting the General Director

## **BASIC FUNCTION:**

The position supports the General Director's office calendar and correspondence along with a variety of project-based clerical and administrative functions including business relating to fundraising/Development, the Board of Directors, and the McCaw Hall Operating Board.

## **PRINCIPAL ACCOUNTABILITIES:**

- Manage all administrative, financial, and operational activities of the General Director's Office
- Manage all internal and external communications to and from the General Director's office, including relations with public officials and lobbyists, Board members, donors, patrons, staff, and the general public as they relate to the General Director
- Manage budgets relating to administration, including the General Director's office, general office management, and Board dues and activities
- Prepare meeting materials for cultivation and stewardship meetings and keep Tessitura CRM updated
- Provide oversight and guidance to special projects of high importance

### ***Board Relations:***

- Manage Board and all committee administration.
- Advise staff leadership on Board Governance best practices.
- Support and ensure effective information flows within the board, with and between board committees, and between board and key staff.
- Oversee planning and preparation of all Full Board meetings, and ensure direct support on behalf of the General Director to the Full Board, Executive, Finance, and Long Range Planning Committee meetings.
- Facilitate and execute annual Board performance survey and evaluation reporting on behalf of the Governance Committee. This includes follow up with Board members to complete survey and provide reports of results.
- Prepare correspondence on behalf of the Board President and Chairperson and for individual Directors when necessary.
- Facilitate collection of Board Dues process in September of each year.

- Oversee retention and maintenance of Board documents, including bylaws, policies, minutes and meeting documents, resolutions, committee lists and board handbook.
- Oversee and execute administration of the electronic intranet Board Portal.
- Oversee all Board-hosted events.

## **SUPERVISION**

**RECEIVED:** Reports to the General Director and Director of Development.

**MINIMUM QUALIFICATIONS:** *Education:*  
Bachelor's degree or equivalent, relevant experience.

*Skills required*

This position requires a detail oriented team player with excellent written and verbal communication skills. The ideal candidate will have the ability to be flexible and collaborative in order to achieve goals, be an excellent listener and care about accuracy. Excellent interpersonal skills with the ability to work diplomatically with every department in the company. Must show initiative and be able to work independently. Punctuality and reliability are essential. Proficient computer skills including Microsoft Office programs and experience using CRM database, like Tessitura.

Experience working with Boards and/or community volunteers in a non-profit setting for two-three years, as well as experience supporting Executive leaders.

Professionalism, confidentiality, and discretion are required at all times.

**Special Requirements:** Must be able to work and be accessible evenings and weekends.

**FLSA Status:** This is a non-exempt full time position.

## **COMPENSATION:**

Seattle Opera offers medical, dental, vision, life insurance, long term disability, short term disability, EAP, transit/parking benefits. Pay range for this position is \$27-\$32/hour DOE.

## **CONTACT:**

Interested candidates should send resume and cover letter detailing relevant experience to [jobs@seattleopera.org](mailto:jobs@seattleopera.org), with Executive Assistant to General Director in the subject line.